



Private Events

*We THANK YOU for considering Artifice Ales & Mead
for your special event or group dining experience.*

Located in Manheim's REO Marketplace, Artifice offers a casual and unique dining atmosphere, filled with charm, character, & relaxed entertainment.

It is the ideal choice for group events such as birthdays, bridal & baby showers, rehearsal dinners, business meetings, cocktail parties, and other special occasions. Choose between our flowing Taproom filled with booths, tables, and a cozy fireplace OR our larger Broadleaf Room, which offers a variety of table styles, couches, televisions, and access to our spacious outdoor seating area and yard.

Artifice is also proud to offer a locally sourced, scratch-style menu, one that is always made fresh to order. Ranging from classic comfort foods to unique shareables, Artifice has options for everyone, including our youngest, pint-sized guests. Along with our in-house craft beers and meads, we offer a selection of Pennsylvanian crafted spirits. Don't forget to try our family friendly non-alcoholic craft sodas as well.

Our mission at Artifice is to make each visit as enjoyable as possible. By serving the best products, with the best service, in our beautiful and relaxed environment, we aim to remain a community favorite!

Let our Event Manager answer your questions and help you plan your perfect event!

Please visit us at artificeales.com for more information

The Broadleaf Room at ARTifice – PRIVATE Events

* ARTifice requires a minimum of 30 people to rent out and close the Broadleaf Room. Guests may rent out the room for less; however, they must then meet the minimum payment requirements.

Private Reservations require an upfront (non-refundable) payment of the Booking Fee as well as a signed Party Contract.

Private Events	Booking Fee <i>Required for reservation.</i>	Event Minimum <i>Includes food & drinks.</i>
Tues – Thurs & Sunday	\$10 per person	\$30 per person
Friday & Saturday	\$15 per person	\$30 per person

*** Please note, this pre-set spending minimum does not include tax or gratuity. ***

What is included in the Private Event – Booking Fee?

1. Customizable Menu Options, which cater to your event.
2. Private bartender(s)
 - Customizable Bar Options, which cater to your event.
3. Private use of the four-season Broadleaf Room
4. Private use of our spacious yard (front and back)
 - Please feel free to set up tents and/or outdoor games.
5. Private use of all televisions
 - Tune in to any sports event, show, kids channel, movie, etc.
 - Celebrating a special occasion? Ask your Event Manager how to run a picture montage from our central and largest television.
6. Customizable seating layouts
 - Share your seating style preferences, and we will take care of the rest.
7. Set-up and breakdown of all party tables, including basic clean-up
8. Linens for all party tables (buffets, gifts, favors, desserts, etc.)
9. Plates, napkins, & utensils as well as additional party tables (upon request)
10. Additional 30 minutes prior to the event, allowing for customization and decoration

ARTIFICE'S FOOD MENU & BAR OPTIONS

MENU OPTIONS:

Whether it's a casual gathering of appetizers and drinks, a plated meal for a business presentation, or a social event with a large buffet, we offer a variety of choices to meet your needs. Our Event Manager will work with you to select the appropriate options from our current seasonal menu. Please advise us if there are any dietary restrictions so that we may facilitate an appropriate menu for your guests.

- **Full Menu:** Guests choose from the Full ARTifice Menu of seasonal items and staple favorites.
 - Not available for parties of 35+ guests.
- **Buffet Menu:** This option is great for any size event but is **required for parties of 35+ guests**. A custom buffet menu can be built to offer everything from heavy appetizers to a full three course meal. Menu options must be submitted within fourteen (14) days of the event.
 - **A la Carte:** Along with the buffet, you can give your guests the option of ordering additional items directly from our full menu. This option will be charged based on consumption. As a courtesy, we do ask that a la carte items be kept to a minimum.
- **Dessert Menu:** ARTifice does offer a small but limited dessert menu. However, for private special events, we do welcome customized cakes and other "outside" desserts.
 - *Please note, ARTifice will NOT supply additional plates and/or cutlery to accommodate outside desserts. It is, therefore, up to the HOST to provide all such tableware.*

***Please Note* - SEASONAL MENU ITEMS & PRICE VARIATIONS:**

Artifice implements seasonal menu changes throughout the year. Occasionally, new menu changes will affect pre-determined menu selections. If a menu change does occur, then the Event Manager will reach out to you.

BEVERAGE OPTIONS:

Artifice has an excellent selection of beverage options. Guests can choose from a wide range of non-alcoholic refreshments (Coke products, Craft Sodas, & fun Mocktails), unique Cocktails mixed with local PA distilled spirits, and none other than our very own in-house crafted Meads and Ales. (Please note that you are not required to offer alcohol to your guests; however, if you choose to, then Artifice is able to customize and control any alcohol consumption by your group based on the information you provide us.)

- **Open Bar:** Guests can order any alcoholic or non-alcoholic drink from the menu. Drinks will be applied to your (the Host's) tab.
- **Limited Bar/Limited Ticket Bar:** Guests can either order from a previously customized and limited drink menu created by the Host, OR they can only order a certain number of drinks based on "drink tickets" distributed to them (the guests) by the Host. Tickets are used to order drinks, which will then be applied to the Host's tab. Ask your Event Manager for more information regarding "drink tickets."
- **Cash Bar:** Guests pay for their own drinks. These drinks will not accrue on the Host's tab.

Your choice of Bar Service Style (Open, Limited, Cash, or non-alcoholic) must be submitted with menu selections (when applicable) fourteen (14) days prior to your reservation date. Guest tickets for bar purchases may be applied to the Food and Beverage Minimum outlined in your contract at the discretion of Management. Open and Limited Bar options can also be capped at your (the Host's) discretion.

***PLEASE NOTE*: BY LAW, Artifice is required to stop serving anyone who is visibly intoxicated.
We also have the right to card any and all patrons.**

BROADLEAF ROOM RESERVATIONS: **PRIVATE EVENT INFORMATION & POLICIES**

OUR FACILITIES:

Our spacious and beautiful Broadleaf Room can become your four-season, private event space. Accommodating up to 50 people (inside), the area can be customized to fit the needs of your event: table layout, television channels, Bluetooth speakers, etc. Running a special, homemade video? Additional A/V equipment is also available upon request. Just let us know how we can help.

Need more room? No Problem. The Broadleaf Room features front and rear garage doors, all of which open up to our spacious and beautifully manicured lawn. Add some tents or have your friends and family use the space for Cornhole and/or other outdoor lawn games. Just be sure to come back inside and relax at our comfy lounge area or pull up a seat at our custom wrap-around bar. Whatever your preference, we've got you covered!

PRIVATE EVENT RESERVATION GUIDELINES:

The event space is available for a three (3) hour increment, starting with the reservation time. Hosts, however, are welcome to customize/decorate the Broadleaf Room up to 30 minutes prior to their planned event. If you should need the room for a longer duration, then reach out to the event manager to arrange additional time. If you would like to extend the end time after the contract has been signed, there is an additional fee of \$100 per hour, *when available*. If, for example, the reservation end time is 6pm but the room is not vacated until 6:30pm, then an additional \$100 fee will be incurred. This policy is to protect the integrity of our scheduling as presented to other clients, who may have reserved this space as well AND/OR to meet the expectations of our other guests who may be waiting for seating.

FOOD AND BEVERAGE MINIMUM:

In addition to the Room Rental Fee, a **Food & Beverage Minimum is imposed in order to host your private event**. This minimum is set at \$30 per person and includes all food and beverage consumed by the party. If the minimum is not met, the difference is charged as an "unmet minimum." Please note, the food and beverage minimum does not include tax and gratuity. Your event manager will be happy to help you create your customizable buffet style meal. Be sure to ask about a customizable drink menu as well.

GUEST COUNT:

Upon scheduling your event, you will need to provide us with an approximate guest count. Artifice may need to change staffing arrangements, food orders, or room configurations to properly prepare for the event. The final guest count needs to be provided no later than seven (7) days prior to the reservation. Please note, if a buffet option is chosen, the final charges will be based on the confirmed count or actual guests served, whichever is greater. If you did not provide us with menu and/or beverage options at the time of booking, it will need to be confirmed fourteen (14) days prior to the event. This allows the chef adequate time to source the related food products to prepare for your event. If menu choices are not selected fourteen (14) days prior to your event, the Event Manager reserves the right to choose a menu for you.

AUDIO/VISUAL NEEDS (OPTIONAL):

Artifice offers limited AV packages that can be used for your special event. Please refer to the pricing guide below for more information. AV must be ordered fourteen (14) days prior to your event. AV fees are not included in the Food and Beverage Minimum.

AUDIO/VISUAL PRICING GUIDE:

- \$75 - Projection Support Package: Audio Visual (AV) cable lot, projection stand and tripod screen
- \$75 - Value Line Projection Package: 1500+ Lumen projector, tripod or electric screen, and projection cart/stand (power cable and strip included)

BOOKING FEES:

A taxable and non-refundable Booking Fee will be collected at the time of booking. This booking fee, along with a signed party contract, will hold/secure both your Broadleaf Room reservation date and time slot.

CANCELLATION POLICY & CHANGE OF DATE:

ALL cancelled events will result in the loss of the Booking Fee. A Change of Date must be provided to the Event Manager no less than ten (10) days prior to the scheduled event. If a change of date is not made within the above-mentioned parameters, then the Booking Fee will be forfeited. A Change of Date made through anyone other than the Event Manager is NOT valid. Events during the month of December (12/1-12/31) are subject to a 30-day Change of Date policy.

PA SALES TAX: Pennsylvania's Sales tax is assessed at 6% on all applicable purchases.

GRATUITY AND ADDITIONAL SERVICE FEES:

- The gratuity assessed is paid to the service staff who have helped cater your special event: set-up, food & beverage service, breakdown, as well as anything else you may have needed. We kindly request a gratuity of 20%. If you wish to leave additional gratuities, then our hard-working staff would greatly appreciate it. 😊
- An additional service charge (up to 20% of the final bill) may be assessed if special requests (set-up/breakdown, kitchen modifications, additional meetings, etc.) exceed standard business practice or if extensive clean-up is required. Ask your event manager for more details.

PARKING:

All-day parking is available in our lot located next to Mill 72. There is additional free parking in two municipal lots located nearby and within walking distance. If you have any questions, please ask your Event Manager or other service staff for more information.

Once again, we THANK YOU for considering Artifice Ales & Mead for your special event or group dining experience.



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